



**POSTAL REGULATORY COMMISSION
JOB VACANCY NOTICE
VACANCY NUMBER: PRC 04-18
OPEN: September 2, 2008
CLOSE: September 23, 2008**

**POSITION TITLE: OFFICE PRODUCTION ASSISTANT
GRADE: PRC- 1
SALARY RANGE: \$37,896 - \$60,633
LOCATION: POSTAL REGULATORY COMMISSION
OFFICE OF ACCOUNTABILITY AND COMPLIANCE
901 NEW YORK AVENUE, NW, SUITE 200
WASHINGTON, DC 20268-0001**

The Postal Regulatory Commission has an exciting opportunity for a highly motivated, highly skilled person with experience in document and data preparation, production, and tracking for a medium-size group of professionals.

OVERVIEW

The Postal Regulatory Commission is a small, independent agency that is part of the executive branch of the Federal government. As a small agency, we provide the opportunity to work in a professional and collegial environment with talented and committed staff and to directly contribute to the Commission's mission.

On December 20, 2006, President George W. Bush signed into law the Postal Accountability and Enhancement Act, Public Law 109-435 (PAEA), thereby transforming the Postal Rate Commission into the Postal Regulatory Commission. The PAEA has given the Commission a new mission to ensure transparency and accountability of the United States Postal Service to foster a viable and efficient postal system. The person selected for this position will be *a vital contributor to the development of the rules, regulations, and procedures that will help us fulfill our mission.*

DUTIES

As an Office Production Assistant within the Office of Accountability and Compliance, the incumbent performs work involving the collection, compilation, and/or tracking of data and statistical information in support of the office. Prepares, executes, and/or tracks specific information used by the office. Uses software applications to draw information in order to prepare/assist in preparation of reports. Performs work related to the acquisition and/or development of information and resources materials/personnel to support the technical work of the organization. Performs library research functions, including file or database searches. Establishes and sets up the location of tables, charts, illustrations, and other images and incorporate them into documents prepared by the office. Also, the Office Production Assistant will serve as backup to the office's Administrative Assistant in performing routine clerical and administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files, answering phone calls, and providing information to callers.

- Assembles draft and final documents from hardcopy and electronic materials provided by staff. Documents include Commission reports, orders, information requests, Power Point briefings, and papers for publications. Documents include text, tables, and figures imported from such sources as Word documents and Excel worksheets
- Proof reads and edits documents
- Enters data in spreadsheets and conducts simple manipulation of data under direction of staff.
- Performs work involving the collection, compilation, and/or tracking of data and statistical information in support of the Office of Accountability and Compliance's program operation.
- Prepares, executes, and/or tracks program specific information.
- Uses software applications to draw information in order to prepare/assist in preparation of reports.
- Finds information and items on the internet requested by staff.
- Provides backup to the office's Administration Assistant as needed in correspondence, telephone calls, and in preparing, filing and disseminating documents, such as the daily listing with the Commission's dockets.

QUALIFICATIONS AND EVALUATION

You will be evaluated and ranked by a screening panel based on evidence of your ability to successfully perform the duties of the position. The panel will forward the highest ranked candidates to the Office Director for selection.

To be eligible for consideration, you must have experience that has equipped you with the ability, skill and knowledge to successfully perform the duties of this position. Typically, experience will be related to this line of work and at a level similar to this position. You must meet the technical qualifications described below. Please describe your experience relative to the technical qualifications. We recommend you address each one individually, specifically and completely. Your application must not exceed 8 typewritten pages and should focus on accomplishments which demonstrate possession of each qualification.

Mandatory Technical Qualifications

1. Ability to use computers and software to prepare documents, such as Word, Excel and Power Point, including such features as spell and grammar checker.
2. Ability to proof documents per standard style manuals.
3. Ability to organize research materials and documents.
4. Ability to organize time and tasks to successfully complete activities
5. Computer skills and ability to use office automation equipment
6. Customer service skills
7. Basic project management skills, including the ability to track project progress

BENEFITS AND OTHER INFO

Benefits

You may participate in the **Federal Employees Health Benefits program**, with costs shared with your employer. More info: <http://www.usajobs.gov/jobextrainfo.asp#FEHB>.

Life insurance coverage is provided. More info: <http://www.usajobs.gov/jobextrainfo.asp#life>

Long-Term Care Insurance is offered and carries into your retirement. More info: <http://www.usajobs.gov/jobextrainfo.asp#ltci>

New employees are automatically covered by the **Federal Employees Retirement System** (FERS). If you are transferring from another agency and covered by CSRS, you may continue in this program. More info: <http://www.usajobs.gov/jobextrainfo.asp#retr>

You will earn annual **vacation leave**. More info: <http://www.usajobs.gov/jobextrainfo.asp#VACA>

You will earn **sick leave**. More info: <http://www.usajobs.gov/jobextrainfo.asp#SKLV>

You will be paid for **federal holidays** that fall within your regularly scheduled tour of duty. More info: <http://www.usajobs.gov/jobextrainfo.asp#HOLI>

Tele-work / telecommuting may be made available after you have come on board. More info: <http://www.usajobs.gov/jobextrainfo.asp#TELE>

Alternative work schedule options are available.

If you use public transportation, part of your **transportation costs** may be subsidized. Our human resources office can provide additional information on how this program is run.

You can use **Health Care Flexible Spending Accounts** for expenses that are tax-deductible, but not reimbursed by any other source, including out-of-pocket expenses and non-covered benefits under their FEHB plans. More Info: <http://www.usajobs.gov/jobextrainfo.asp#FSA>

Other Information

Relocation expenses are not authorized.

You must be a U.S. citizen or national to be eligible for this position.

If you are a male born after December 31, 1959, must certify that you have registered with the Selective Service System, or are exempt from having to do so under Selective Service Law.

The Postal Regulatory Commission is an Equal Opportunity Employer. Selection for this position will be made solely on the basis of merit, fitness for duty, and job related qualifications without regard to race, gender, religion, color, age, marital status, national origin, non-disqualifying handicapping condition, or any other non-merit factor.

Applications will not be accepted if you use franked envelopes, or postage paid agency envelopes or metered mail.

Where can I get additional information?

You can get forms and additional information from the Commission's personnel office at 202-789-6840

Whom do I contact if I need a reasonable accommodation?

If you need reasonable accommodation for a disability, please contact 202-789-6840. If you have a hearing impairment, you may call the Federal Information Relay Service at 1-800-877-8339 for assistance in contacting the person named above.

HOW TO APPLY

You may use any written format you choose to apply. Be sure your application or resume includes all of the items listed in Optional Form 612, Optional Application for Federal Employment (available at <http://www.opm.gov/forms/html/of.htm#of612>). If your application/resume does not include the required information, you may lose consideration for the job.

We will use your application/resume and technical qualifications to determine if you meet the minimum qualifications for the job for which you qualify. Please indicate the lowest salary you are willing to accept. Also, submit:

- Your supplemental narrative statement that provides a description and examples of your accomplishments separately addressing each of the Technical Qualifications. Do not exceed two pages per qualification.
- A copy of your most recent performance rating of record.
- A list of training completed in the last five years and dates completed.
- A list of awards received in the last 3 years and dates received.

We will use your responses to the mandatory technical qualifications, your performance appraisal, and your history of training and awards to further evaluate your application.

Submit application or resume to:

Postal Regulatory Commission
Attn: Personnel Officer
Vacancy Number PRC: 04-18
901 New York Avenue, NW – Suite 200
Washington DC 20268-0001

Faxed applications will be accepted. Fax to 202-789-6886. Applications will also be accepted by email at personnel@prc.gov.

All applications must be received no later than September 23, 2008